

## **Application for a College Grant**

**UNDERGRADUATES**

**Name:** Click here to enter text.

**Subject**: Click here to enter text.

**Current Year:** Please select.

**Director of Studies (name & CRSid):** Click here to enter text.

**Tutor:** Click here to enter text.

**Proposed start and finish dates of trip**: Date. to Date.

**Destination:** Click here to enter text.

**Type of grant applied for:** Please select

**Completed form should be forwarded to Dr Coombs** ([becky.coombs@pem.cam.ac.uk](mailto:becky.coombs@pem.cam.ac.uk)) **as soon as possible and by the closing date in the case of the travel awards.**

**Conditions of an award:**

* A grant is awarded on the assumption that your expenses are as set out in this application.
* The actual amount paid may be reduced proportionately, depending on what your expenses prove to be.
* There is a limit of £50 for undergraduate travel, **75% of directly course related travel costs** and **50-25% of your funding shortfall for general travel awards**.
* All grants applied for and subsequently awarded by other bodies for the same travel must be declared.
* Receipts must be submitted no later than **3 months** after the period covered by the grant.
* Please ensure that you have adequate (and the correct) travel insurance for this trip.
* A **brief** report of your project, up to one side of A4, must be submitted for the information of the College's governing body.
* Only students who are reading for a Cambridge BA, MSci or MEng degree are eligible for a grant.

**Office use only:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student account no.: | DS0 |  |  |  |  |  |  | Amount already received from College: | £ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proposed grant amount: | £ |  | Contribution towards: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Trust Fund: | 3 |  |  |  |  |  | / | U |  |  |  |

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| --- | --- | --- | --- |
| Amount awarded: |  | Date: |  |

Detailed breakdown of **all** your estimated costs, **excluding food costs** (receipts will be required before payment is made). Please be as accurate as possible. You are expected to choose the most economical practicable mode of transport and accommodation and to use discount cards etc. where possible.

|  |  |
| --- | --- |
| **Expenditure item** | **Amount (GBP)** |
| Click here to enter text. | Amount |
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|  |  |
| **TOTAL** | Total |

Proposed financing arrangements (including grants sought/awarded elsewhere). **It is essential that you complete this section honestly and to the best of your knowledge. Failure to do so will, if discovered, make you ineligible for funding**:

|  |  |  |
| --- | --- | --- |
| **OTHER APPLICATIONS MADE** | **Amount sought** | **Amount awarded or date by which this will be known** |
| Click here to enter text. | Amount. | Amount or date. |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** | Amount. | Amount |

|  |  |
| --- | --- |
| Description of project and relevance of project to course of study.  Click here to enter text. | |
| **Applicant’s signature:** Click here to enter text. | **Date** date |

*Please now hand the form to your Director of Studies or Tutor for their comments*

*You should ask your* ***Director of Studies*** *to complete this section if the grant application is for directly related academic travel (e.g. dissertation, fieldwork etc.)*

*You should ask you* ***Tutor*** *to complete this section if your grant application is for more general travel/activities.*

**General guidance for Director of Studies or Tutors in completing the form:**

Please include any information or other sums that might be available for this project if applicable.

Please indicate:

* whether this trip is an essential part of the student’s course
* if there is any academic merit/benefit to the student in undertaking the proposed trip
* what benefit you think the student will gain from the trip
* if you think the student should not be encouraged to undertake this trip

|  |  |
| --- | --- |
| **Director of Studies’ or Tutor’s comments.**  Click here to enter text. | |
| **Signature:** Click here to enter text. | **Date** date |

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